

Measurement, Analytical and Technical
Support for Indoor Environmental Issues

PR-NC-99-13605/0002

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES *
2. AMENDMENT/MODIFICATION NO. PR-NC-99-13605/0002	3. EFFECTIVE DATE 06/27/00	4. REQUISITION/PURCHASE REQ. NO. PR-NC-99-13605	5. PROJECT NO. (If applicable)
6. ISSUED BY Environmental Protection Agency Contracts Management Division Admin Bldg Lobby, Alexander Dr. Research Triangle Park, NC 27709	CODE	7. ADMINISTERED BY (If other than item 6) Not Applicable.	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) To All Offerors/Bidders.		(✓)	9A. AMENDMENT OF SOLICITATION NO. PR-NC-99-13605
		✓	9B. DATED (SEE ITEM 11) 06/05/00
			10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS			
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.			
12. ACCOUNTING AND APPROPRIATION DATA (If required)			
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.			
(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A		
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).		
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:		
	D. OTHER (Specify type of modification and authority)		
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.			
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)			
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.			
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) KATHLEEN H. MOORE	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 52.243

AMENDMENTS TO THE SOLICITATION

1. Questions received from potential offerors and the responses are as follows:

- (1) Q. Should our response to the SDB Participation Evaluation Factor (M.3(b)(8)) contain only percentages without displaying to dollar amount(s) such that it can be included in the technical proposal volume?

A. Yes. Include separately the dollars in the cost proposal. The SDB Participation Evaluation Factor has also been modified to clarify the percentages apply to subcontract dollars (versus contract dollars).

- (2) Q. Questions 9 and 12 (of Amendment 1) reference the requirement for the completion of the past performance questionnaire and for submission of those questionnaires to the contracting officer prior to the time of the proposal submission. We have two concerns regarding this requirement. 1.) the form itself clearly indicated in item #17 that an EPA employee is completing it (not our client), this will cause confusion; and 2.) the request to have these questionnaires completed and returned within a period of two weeks is unreasonable. As such, we would respectfully request that the EPA consider either extending the proposal due date by a minimum of one week or have the EPA conduct verbal reference checks and not require references to complete the questionnaires.

A. The questionnaires and time frames are standard, and used in all procurements over \$100,000. All that is required is that the questionnaires be submitted to the various clients in sufficient time where they could complete the forms and return them to the Contracting Officer.

- (3) Q. Please clarify exactly how the Government will evaluate offers pursuant to evaluation criteria M.4, Small Disadvantaged Business Participation Evaluation Factor. For example, will offers be rated acceptable/unacceptable, will they be scored for this criteria, and if so, how will the score be derived and how will it be applied to the overall evaluation, or some other method?

A. The response to M.4 will be evaluated as either acceptable or unacceptable.

The clause "Small Disadvantaged Business Targets" (EP 52.219-150) in Section H is amended to clarify the SDB subcontractor targets. The clause "Small Disadvantaged Business Participation Program -- Disadvantaged Status and Reporting" (FAR 52.219-25) was inadvertently omitted and is thus added by reference to Section I.

2. The Section H clause entitled "SMALL DISADVANTAGED BUSINESS TARGETS (EP 52.219-150) (FEB 2000)" has been modified. The text is as follows:

(a) In accordance with FAR 19.1202-4(a) and EP 52.219-145, the following small disadvantaged business (SDB) participation targets proposed by the contractor are hereby incorporated into and made part of the contract:

Contractor Targets	SIC/NAICS Major Group	Dollars	Percentage of Total Contract Value
Total Prime* Contractor (Including joint venture members and team members)			
Total SDB Subcontractor Targets**			

*This section should only be completed if the prime is a SDB. If the prime is a SDB, this should address the amount to be performed by the prime. If the prime is other than a SDB, this should be N/A.

**This section should be completed by the prime relative to any proposed SDB subcontractors.

(b) The following specifically identified SDB(s) was (were) considered under the Section M SDB participation evaluation factor or subfactor (continue on separate sheet if more space is needed):

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____

The contractor shall promptly notify the contracting officer of any substitution of firms if the new firms are not SDB concerns.

(c) In accordance with FAR 52.219-25, Small Disadvantaged Business Participation Program - Disadvantaged Status and Reporting, the contractor shall report on the participation of SDB concerns in the performance of the contract no less than thirty (30) calendar days prior to each annual contractor performance evaluation or as otherwise directed by the contracting officer.

3. The Section I clause entitled "SMALL DISADVANTAGED BUSINESS PARTICIPATION PROGRAM -- DISADVANTAGED STATUS AND REPORTING (FAR 52.219-25) (OCT 1999)" has been added. It has been incorporated by reference.

4. The Section M clause entitled "EVALUATION FACTORS FOR AWARD (EPAAR 1552.215-71) (AUG 1999)" has been modified. The text is as follows:

(a) The Government will make award to the responsible offeror(s) whose offer conforms to the solicitation and is most advantageous to the Government cost or other factors considered. For this solicitation, all evaluation factors other than cost or price when combined are significantly more important than cost or price.

(b) Evaluation factors and significant subfactors to determine quality of product or service:

Proposals will be evaluated using **eight** major criteria: **Technical Approach, Past Performance, Qualifications of Personnel, Management Plan, Corporate Experience, Quality Assurance, Facilities and Equipment, and SDB Participation**. The specific factors of importance under each major criterion are listed below, with the maximum point value for each in parentheses. Maximum points = 100. **Except as specifically noted, all major sub-paragraphs within each criterion section will be considered of equal importance**

Weight

(1) **TECHNICAL APPROACH** **20 points**

This rating is to be based on an assessment of the offeror's entire proposal in terms of its demonstrated understanding of EPA's requirements as defined in the areas of the Statement of Work. The proposer shall describe a plan for successful completion of the work requirements, giving an illustration of how an appropriate balance of depth, detail, and scope for the tasks will be achieved such that efficient utilization of resources results.

(2) **PAST PERFORMANCE** **20 points**

Demonstrate successful past performance of the offeror and any major subcontractors as evidenced by information gathered concerning the identified list of contracts and subcontracts completed during the past three years and those currently in process for similar work. Work which would be considered similar includes: Building Sciences and Building Diagnostics, Health Sciences, Technical and non-technical information development, and development of technology transfer materials.

The offeror's past performance will be evaluated based on the information obtained through the Past Performance Questionnaire (see Section J which identifies this attachment).

(Instructions: As discussed in the L Provision entitled "Past Performance Information," offerors shall submit information on the five (5) most recent contracts and subcontracts completed during the past three years and all contracts and subcontracts currently in process for similar work. This should include information on five (5) contracts and subcontracts and may include similar contracts with Federal, State and local governments, as well as commercial businesses. Information should be provided as indicated in the L Provision.)

NOTE: As discussed in the L Provision entitled "Past Performance Information," if an offeror has no available past performance, a neutral rating of adequate (score = 3) will be assigned for the past performance criteria.

(3) QUALIFICATIONS OF PERSONNEL15 points total

Offerors shall be evaluated based on the demonstrated specific, relevant education and experience and availability (hours anticipated for each) of all proposed personnel, including subcontractors and consultants. **Resumes shall be provided for all proposed personnel.** Offerors should specifically address the expertise/experience of the proposed individuals in the following areas:

a. Key Personnel : (10 points)

The key personnel will be evaluated on their technical expertise and ability to provide project management in the specified Statement of Work areas.

b. Other personnel : (5 points)

Overall experience, qualifications and disciplinary areas of the remaining staff needed to successfully accomplish the wide range of program areas related to the Statement of Work.

(4) MANAGEMENT PLAN15 points

This rating is to be based on the responsiveness of the proposed management system in achieving the contract effort objective, in terms of management structure; the lines of responsibility, supervision, and communication; the assignment of key managerial personnel; and accurate projection and monitoring of costs. The management plan must demonstrate effective administrative information gathering and sharing within the management process throughout the contract. The offeror must demonstrate the ability to successfully manage all aspects of the contract, using a creative approach and state-of-the-art business techniques. The offeror shall also show a plan for frequent and effective communication with the Project Officer and Work Assignment Managers. Specific information regarding the following areas, should be provided:

a. A detailed description of the management structure the offeror will employ. This description is to include 1) identification of key project personnel that the offeror will use to staff each area of the contract effort; 2) the position in the management structure each individual will fill by technical discipline or by supervisory title; 3) the percentage of time each individual will devote to the contract effort; 4) how continuous availability of key project persons will be assured and/or how they will be replaced in the event of prolonged illness or termination of employment prior to completion of the contract effort; and 5) each individual's specific responsibilities and, where applicable, supervisory roles. Describe any planned staffing changes required for the contract effort.

b. The offeror shall describe the qualifications of all proposed consultants and/or subcontractors, their precise purpose in the overall effort, the hours anticipated for each, and a description of how the work will be managed and distributed between any proposed consultants/subcontractors. Letters of agreement shall be proposed for individuals not currently employed.

c. A discussion of how the offeror can provide quick

turnaround support, how the organization can respond to changes, increased workloads and mobilization to solve problems.

(5) **CORPORATE EXPERIENCE** **10 points**

The basis for this rating is the offeror's recent technical and managerial experience and resource capabilities. The offeror should specifically address corporate experience relative to managing complex, multi-tasked and multi-disciplinary contracts. The offeror should describe specific experience organized by the individual work areas of the Statement of Work. All relevant experience of any subcontractors or consultants to be used must also be fully and completely described. Concise experience and/or capability statements of each item in the Statement of Work are desired.

(6) **QUALITY ASSURANCE** **10 points**

Demonstrated capability to ensure deliverable product quality and to plan, develop, implement, manage, and assess the effectiveness of quality control and quality assurance plans and operations. If the offeror has an existing quality system in place, the system should be described and information provided as to: how long the system has been in place, the type of work that the system has been used for, and results of customer satisfaction with respect to product or service quality.

Offeror's quality system shall use American National Standard ANSI/ASQC E4-1994 Specifications and Guidelines for Quality System for Environmental Data Collection and Environmental Technology, included by reference, and shall be documented in a Quality Management Plan (QMP), or other equivalent named document, prepared by the contractor following EPA QA/R2, "EPA Requirements for Quality Management Plans," included by reference. (Refer to L provisions entitled "Quality Management Plan" and "Instructions for the Preparation of Technical and Cost or Pricing Proposals.") If the offeror conducts periodic reviews, such as required by ANSI/ASQC E4-1994, Section 2.2.1, or ANSI/ASQC Q900-1-1994, Section 5.5, to assess its quality system, the results of these internal reviews should be summarized and presented.

(7) **FACILITIES AND EQUIPMENT** **5 points**

The offeror shall demonstrate the availability of facilities sufficient for the maintenance and storage of the field equipment to be provided as detailed in the "Government-Furnished Property" clause in Section G.

(8) **SDB PARTICIPATION** **5 points**

The specific identification of SDB's proposed to participate in performance of the contract and the extent of their participation in terms of the value of the total subcontract dollars based upon the Agency's SDB subcontracting goals of 20%, offerors will be evaluated as follows: 5 pts for SDB participation of 30% and above; 4 pts for SDB participation between 21% to 29%; 3 pts for SDB participation at 20%; 2 pts for SDB participation between 10% to 19%; 1 pt. for SDB participation between 1% to 9%; 0 pts for zero SDB participation.